

SCOPE OF SERVICES FOR THE PROCUREMENT OF MEALS AND SNACKS FOR THE MEETINGS, COORDINATION ACTIVITIES, RUNS AND OTHER EVENTS FOR CY 2020

I. BACKGROUND

The John Hay Management Corporation (JHMC) Business Development Department (BDD) programmed meetings, coordination activities, runs and other similar activities for Calendar Year 2020.

In line with this, procurement for meals during meetings and activities of the BDD has been part of the BDD's CY 2020 Project Procurement Management Plan (PPMP) that was approved in the approved Corporate Operating Budget (COB) for the year.

II. OBJECTIVE/S

The objective of the procurement is to procure the services of a single provider who would deliver the meals and/or snacks during meetings, coordination activities, runs and other similar activities of the BDD within the year.

III. DURATION OF THE CONTRACT

The contract shall be for a period of seven (7) months effective from the signing of job order covering the months of June to December 2020.

IV. NUMBER OF INSTANCES AND BUDGET

For CY 2020, there will be several instances of BDD meetings, coordination activities, runs and other tourism related-activities to which meals and snacks would be required. The services of the winning bidder shall be coordinated at least three (3) days prior to each activity.

PARTICULARS	COST (in Php)	NO. OF PAX	AMOUNT (in Php)
Meals (Breakfast, Lunch or Dinner)	300.00	341	102,300.00
Snacks (Morning or Afternoon)	150.00	651	97,650.00
Total			199,950.00

V. APPROVED BUDGET

PROCURABLE ITEM	PAP CODE	BUDGET (in Php)
Meals and Snacks for the meetings, coordination activities, runs and other related-activities CY 2020	To be provided by the BAC Secretariat as soon as the same is available.	200,000.00
Total		200,000.00

The menu plan is herewith attached in detail as Annex “A”.

VI. MODE OF PAYMENT

JHMC shall pay the Winning Bidder the amount for the services rendered on a staggered basis; and within fifteen (15) working days from the receipt of the Charge Invoice, Billing Statement or Statement of Account, whichever is applicable.

VII. OTHER TERMS AND CONDITIONS

1. The Approved Budget for the Contract is inclusive of applicable taxes, delivery and other charges.
2. JHMC shall provide the venue for each activity.
3. The Winning Bidder shall be responsible for securing applicable regulatory permits, if required, during the period.
4. There will be a minimum of ten (10) participants in each instance.
5. JHMC follows the existing government financial policies, laws, rules and regulations for this procurement.

VIII. MODE OF PROCUREMENT

The approved mode based on the CY 2020 Annual Procurement Plan (APP) is Small Value Procurement (SVP).

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MENU PLAN

I. BREAKFAST

Corned Beef Hash
Chicken Tocino
Longganisa
Sunny Side Up
Poached Egg
Vegetable Salad
Pandesal with Peanut Butter, Jam and Butter
Fried or Plain Rice
Sliced Pakwan, Banana & Melon
Pineapple Juice

II. MORNING SNACKS

Club Sandwich
Potato Chips
Coleslaw Salad
Dalandan or calamansi Juice

III. LUNCH

Roast Pork with Gravy
Chicken Alexander
Crispy Canton
Plain Rice
Tropical Salad
Fresh Orange Juice

IV. AFTERNOON SNACKS

Fetuccine Carbonara
Pastries
Mango-Orange Juice

V. STANDARDS OF SERVICE

- a. With free-flowing brewed coffee and purified hot/cold drinking water with ice during the entire day;
- b. The menu may be changed for each activity for equal cost or value or recommendation by the service provider.
- c. Complete provision of set-up service including ingress and egress of food and beverage service equipment/ materials.
- d. Buffet table and chairs with seat covers.
- e. Waiters and/or food attendants in proper uniform.
- f. Specific menu may be requested to a certain number of participants due to food "allergies" from the standard menu provided above.